

<b>UNITED STATES ENVIRONMENTAL PROTECTION AGENCY</b> <b>HUMAN RESOURCES SHARED SERVICE CENTER</b>											
<b>Position Description Coversheet</b> <i>(Please read instructions on back)</i>						1. Position No. EPGS22005		2. Incumbency Allocation Only? May Not be IAed			
3. Reason for Submission <b>New</b>		4. Employing Office Location <b>Washington, D.C.</b>		5. Duty Station <b>Washington, D.C.</b>		6. BUS Code 8888					
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <b>Exempt - Administrative</b>		8. Financial Statements Required <b>OGE-278 Required</b>		9. Cybersecurity Code a. <b>000</b>					
		10. Position Status <b>Excepted (Specify in Remarks)</b>		11. Supervisory Status Code <b>8 - All Other Positions</b>		b. _____					
		12. Competitive Level Code		13. Competitive Area		14. Drug Testing <b>No</b>					
		15. Extramural %		16. Functional Class Code <b>N/A</b>		17. Medical Monitoring					
		18. Position Sensitivity <b>Non-Sensitive</b>		19. Security Clearance <b>0 - Not Required</b>		20. Position Risk <b>High</b>					
		21. Emergency Essential		22. Developmental Position <b>No</b>		23. Full Performance Level <b>GS-13</b>					
24. Position Classification		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Official Allocation		<b>Special Advisor for Implementation</b>				<b>GS</b>		<b>0301</b>		<b>13</b>	
25. Organizational Title of Position (if different from official title) <b>Associate Director of Implementation</b>						26. Name of Employee (if vacant, state such) <b>Amanda Pizzuti</b>					
27. Department, Agency, or Establishment Hierarchy											
a. 1st Tier Org Code		1st Tier Org Description <b>U.S. Environmental Protection Agency</b>									
b. 2nd Tier Org Code <b>F0000000</b>		2nd Tier Org Description <b>Office of the Chief Financial Officer</b>									
c. 3rd Tier Org Code		3rd Tier Org Description									
d. 4th Tier Org Code		4th Tier Org Description									
e. 5th Tier Org Code		5th Tier Org Description									
<b>28. Supervisory Certification:</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor <b>Dan Utech, Chief of Staff</b>					b. Typed Name and Title of Higher-Level Supervisor or Manager <b>Dan Utech for Michael Regan, Administrator</b>						
Signature <div style="font-size: 24pt; font-weight: bold;">DAN UTECH</div> Digitally signed by DAN UTECH Date: 2022.01.18 12:47:32 -05'00'				Date		Signature <div style="font-size: 24pt; font-weight: bold;">DAN UTECH</div> Digitally signed by DAN UTECH Date: 2022.01.18 12:47:51 -05'00'					
Date				Date							
<b>29. Classification/Job Grading Certification:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformation with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.					<b>Information for Employees:</b> The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.						
a. Typed Name and Title of Official Classifying the Position <b>Barbara Dangler, HR Specialist</b>					<b>30. Position Classification Standards Used in Classifying/Grading Position</b> <b>PCF for Misc Admin &amp; Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90</b>						
Signature 				Date <b>2/3/22</b>							
<b>31. Remarks</b>  Executive services position (Schedule C). Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.											

22 0351768

NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

**Special Advisor for Implementation**  
**Associate Director of Implementation**  
**GS-0301-13**

**Introduction**

The position is located in the Immediate Office of the Office of the Chief Financial Officer (OCFO). The position serves as the Associate Director of Implementation to the Chief Financial Officer (CFO). The position will serve as an expert on the implementation of the Bipartisan Infrastructure Law (BIL) and other critical agency priorities, working closely with the Senior Advisor to the Administrator and other staff working on strategic implementation efforts across the Agency.

The proposed incumbent of the position, requested for Schedule C exception, will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the Chief Financial Officer. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Chief Financial Officer and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business, and other groups. The incumbent will also be obliged to present the views of the Chief Financial Officer in correspondence and other communications with Agency managers and program officials.

**Major Duties and Responsibilities**

1. Gathers and evaluates programmatic data to develop complete decision packages, staff studies, recommendations, and special reports and prepares executive briefings and similar materials for use by the CFO and the senior management team relating to strategic implementation matters. Collects, evaluates, and develops executive summaries, metric data, and annual report data for assigned areas. Utilizes expert application of qualitative and quantitative methods for the assessment and improvement of program operations. Analyzes data and evidence to determine whether EPA is using annual and supplemental appropriations in the most effective and efficient manner. Identifies meaningful program performance indicators, quality levels, and determines accurate measurement techniques. Supports program integrity efforts. Prepares presentations and briefings for senior management on studies/analyses/evaluation results, in support of the overall program requirements, as assigned. Prepares, presents, and defends data developed for this purpose.
2. Manages projects and studies supporting the strategic implementation priorities, including changes in program emphasis as needed. Designs and conducts comprehensive management studies to identify and propose solutions to complex or controversial management problems with far-reaching scope or impact to a broad range of program operations. Conducts projects and studies to evaluate program progress, status, and trends in area of specialization against approved missions, schedules, goals, objectives, and

measures of performance. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program. Prepares recommendations for policies to change the way programs are carried out and evaluates the content of new or modified legislation for projected impact upon agency programs and resources. Translates basic legislation into program goals, actions, and services. Engages with offices on specific work tasks (e.g., accounting, performance, continuous improvement, and budget matters).

3. Develops and applies analytical approaches, methodologies, concepts, and techniques to plan and carry out studies/projects to lead the organization in program planning, measurement, or progress evaluation. Analyzes risk against the Agency for various implementation plans and coordinates with offices to develop and implement mitigation strategies. Develops long-range program plans, goals, objectives, and milestones, to evaluate the effectiveness of programs conducted throughout the organization. Identifies and develops ways to resolve problems or cope with issues that directly affect the accomplishment of principal program goals and objectives. Studies and analyses are of such scope that they frequently require a team effort. Plans, evaluates, coordinates, and integrates activities with other applicable staff elements and functions.
4. Revises current or proposed policies or administrative procedures with far-reaching scope and impact and makes decisions and recommendations that significantly change, interpret, or develop important Agency programs. Develops approaches to best implement requirements, resolve issues, define the nature and scope of any problem areas, and communicate potential areas to improve program operations. Develops administrative regulations or guidelines for the conduct of program operations and develops new criteria for measuring program accomplishments. Reviews orders and guidance for agencywide distribution. Identifies and develops data required for use in management and direction of programs. Uses initiative to keep current with all changes to governing regulations, laws, directives, circulars, policies, and procedures that impact, or could impact strategic implementation matters. Maintains an understanding of program goals and objectives, the sequence and timing of key program events and milestones of the mission of the organization, and other related programs.
5. Reviews and coordinates sensitive reports, documents, and other materials of special importance and concern to the CFO to ensure that they are prepared in accordance with and reflect the Agency and the Administration's point of view. Identifies critical policy issues or problems that require the immediate and personal attention of the CFO and recommends appropriate courses of action regarding the necessary interface with appropriate officials.
6. Keeps abreast of new developments within and outside the Federal sector pertaining to BIL and other strategic implementation matters and provides advice and options to the CFO on strategies to accommodate such developments. Exercises initiative in suggesting

suitable alternative solutions with officials of other Federal agencies, State, local, and Tribal governments charged with similar responsibilities.

7. Attends conferences for and with the CFO. Represents the CFO, OCFO, and the Agency at national conferences and meetings to convey the Agency's point of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and coordinates with appropriate officials/offices as needed. Is responsible for briefing the CFO on the matters discussed and the recommendations made. Suggests possible avenues of approach relating to OCFO's policies and programs.
8. Performs other duties as assigned.

## **Factor Level Descriptions**

### **Factor 1 - Knowledge Required by the Position**

**Level 1-8 (1550 points)**

Mastery knowledge of and skill in applying a wide range of analytical and evaluative methods and techniques sufficient to make recommendations to the CFO and senior management regarding strategic implementation, program, and Agency operations. The position serves as an expert in extending existing approaches and applying new developments to investigate critical problems or in making decisions and recommendations, which significantly change, interpret, or develop important Agency programs.

Mastery knowledge of and skill in applying a wide range of methods used to gather, analyze, and evaluate information concerning complex management and administrative processes, policy development and, drawing conclusions, and recommending appropriate action.

Comprehensive knowledge of pertinent laws, regulations, policies, directives, and precedents which affect the use of program and related support resources (people, money or equipment in the area studied).

Comprehensive knowledge of Agency programs and functions, policies, objectives, and issues, and their relationship to other Federal, State, local, and Tribal government entities, as well as other private and public stakeholders, sufficient to analyze and evaluate methods and techniques for program development, execution, and improvement related to strategic implementation.

Knowledge of and skill in preparing project papers, staff reports, and oral briefings to encourage understanding and acceptance of findings and recommendations.

### **Factor 2 - Supervisory Controls**

**Level 2-4 (450 points)**

Reports to the Chief Financial Officer. The supervisor outlines overall objectives and available resources. Within a framework of priorities, funding and overall project objectives, the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for completion. The

employee is responsible for planning and carrying out assignments, coordinating the work with others, interpreting policy in terms of feasibility and compatibility with other work, and the initial application of new methods.

The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

### **Factor 3 - Guidelines**

### **Level 3-4 (450 points)**

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent studies provide a basic outline of the results desired, but do not go into detail as to the methods used to accomplish the project.

Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines, the employee may use initiative and resourcefulness to refine or develop more specific guidelines such as implementing methods for the measurement and improvement of effectiveness and productivity in the administration of operating programs.

### **Factors 4 - Complexity**

### **Level 4-5 (325 points)**

The work consists of projects or studies that require analysis of interrelated issues of effectiveness, efficiency, and productivity to a broad range of mission-oriented activities. Recommendations to the supervisor and senior management are complicated by conflicting program goals and objectives that may derive from changes in guidelines and variations in the demand, as well as conflicting interests of the various contacts the position interacts with. Work is further complicated by the need to handle subjective concepts such as value judgments. The employee develops new approaches and methods that serve as precedents for others.

### **Factor 5 - Scope and Effect**

### **Level 5-5 (325 points)**

The purpose of the work is to analyze and evaluate major administrative aspects of BIL and other strategic implementation in relation to OCFO's mission and to provide administrative support to the supervisor and senior management. Work involves providing expert administrative guidance and the leadership necessary to resolve matters that are very complex or controversial, or that set general precedent.

Work involves delicate coordination to resolve problems impacting the accomplishment of principal program goals and objectives supporting the priorities of the supervisor, senior management, and Administrator. These are often complicated by differing priorities for contacts across government. Completed assignments typically have major consequences involving prominent and fundamental matters with the potential for far-reaching impact.

**Factors 6/7 - Personal Contacts/Purpose of Contacts****Levels 3c (180 points)**

Personal contacts include staff and management internal and external to the Agency such as high ranking officials of the Agency, Federal, State, municipal, and county agencies, Tribal governments, international organizations, private industry and citizen groups, and scientific and research groups and associations in a moderately unstructured setting.

The purpose of the contacts is to gather information, provide or request advice and guidance on plans/proposals, interpret policy/regulations, or present controversial observations, findings, or recommendations. Contacts often require persuasion and diplomacy in order to reach agreement and resolution.

**Factor 8 - Physical Demands****Level 8-1 (5 points)**

The work is primarily sedentary. There may be some walking, standing, bending, and carrying light items, and may involve travel to other locations. No special physical demands are involved in performing the work.

**Factor 9 - Work Environment****Level 9-1 (5 points)**

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of office settings. The work area is adequately lighted, heated, and ventilated.

**Total Points: 3290****GS-13 Grade Range: 3155-3600**